

ES 77-13

Executive Registry

77-8747

16 August 1977

DD/A Registry

77-4612

ODP # 1674-77

MEMORANDUM FOR: See Distribution

File: DCI

STATINTL

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1. During an average working day we assign actions on approximately fifty (50) pieces of actionable internal and external correspondence. We are of course open to suggestions for transferring action and lifting suspense dates and will entertain any call seeking clarification of a requirement. When making such requests, it would greatly assist us if the office calling would first phone to ask that we pull the relevant correspondence before talking to [REDACTED], or myself. This will enable greater clarity at this end and ease recording whatever decisions are reached.

2. Incidentally, Mr. Blake and Admiral Turner have approved the assignment here of [REDACTED] whose bio is attached for your information.

STATINTL

[REDACTED]
B. C. Evans
Executive Secretary

Attachment

Distribution:

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Approved For Release 2001/05/23 : CIA-RDP84-00933R000400010016-2

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TRANSMITTAL SLIP		DATE	19 AUG 1977																										
TO: Director of Data Processing																													
ROOM NO.	BUILDING																												
REMARKS:																													
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FROM: O/DDA																													
ROOM NO.	BUILDING	EXTENSION																											

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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